

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No.
R3-12

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4 Employing Office Location Twin Cities, MN	5 Duty Station	6 OPM Certification No.
Explanation (Show any positions replaced)		7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen) <input type="checkbox"/> SES (CR)		11 Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 2-Monitored Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive	
				13 Competitive Level Code	
				14 Agency Use	

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Tractor Operator	WG	5705	7	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Tractor Operator	WG	5705	7		

16 Organizational Title of Position (if different from official title)	17 Name of Employee (if vacant, specify)
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18 Department, Agency, or Establishment Department of Interior	c Third Subdivision
a First Subdivision U.S. Fish and Wildlife Service	d Fourth Subdivision
b Second Subdivision Region 3	e Fifth Subdivision

19 Employee Review—This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Signature _____ Date _____	Signature _____ Date _____

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22 Position Classification Standards Used in Classifying/Grading Position STANDARD POSITION DESCRIPTION R3-12 Job Grading Standard for WG-5705, TS-62, dated 1/92
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Typed Name and Title of Official Taking Action J.T. WESTBERG Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature _____	Date _____ 4/27/92		

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25 Description of Major Duties and Responsibilities (See Attached)

A. Duties:

- Operates farm type gasoline or diesel powered tractors and attached CT towed equipment on steep hillsides or rough terrain in performing a variety of operations including contour plowing, digging post holes, planting operations on steep hills and building erosion control dams in ravines. The equipment typically requires multiple connections and adjustments.
- Performs the following duties which are typical but not necessarily all inclusive: Operates tractors and equipment on terrain which is generally sloping, rolling or rugged with a number of obstacles such as trees, fences, ravines, holes, ditches, roads, and various structures. Careful and exact maneuvering is required. Cleans and maintains ditches, ponds, dikes, and other water diversion structures.
- Operates auxiliary equipment and attachments such as mowers, cutter bars, plows, harrows, sprayers, discs, front-end loaders, movable dozer blades, backhoes, wagons and post-hole diggers. The equipment is powered by direct drive from its wheels or power take-off and is typically operated with hydraulic or mechanical controls.
- Services, checks, and fuels tractors equipment to be used before operation. Performs daily preventive maintenance and makes repairs and adjustments to tractor and equipment. This includes, but is not limited to, replacing chains and belts, cables, lubrication, oil, and filter changes, battery checks, safety inspections, and other servicing that may be required. In addition, may be called upon to perform tasks involved with biological census work fire suppression, building maintenance, and other miscellaneous duties not requiring any special skill, training, or experience.

B. Skill and Knowledge:

Incumbent must be able to manipulate tractor and equipment controls together to accomplish the work and compensate for steep and rough terrain (e.g., in contour plowing on a steep hill, must observe the path and performance of the plow, raise and lower the plow blades, and steer the tractor to prevent lateral movements and overturning the tractor and plow). Must also be able to maneuver equipment in confined areas such as between trees and along fences and roads. Is able to operate the tractor and equipment under a variety of conditions such as in mud, snow, and in areas where tree limbs, bushes, and flying objects are more likely to cause clogging of the equipment.

Incumbent must possess the skill and knowledge to hook up and align more difficult multiple connections such as mechanical drive shafts and hydraulic lines for power and control systems. He must be able to adjust equipment for job requirements, such as height

of mower blades, depth of plow blades, and rates of application of sprayer attachments. Has a good working knowledge of the operating characteristics of various tractors and equipment, and also their limitations, such as the extent of their stability on steep slopes. Must be able to perform preventive maintenance and minor repairs on equipment.

C. Responsibility:

Work consists of a variety of tasks that are assigned on a project basis. Operation frequently involves maneuvering and adjusting controls to fine specifications. Worker is responsible for following standard operating procedures and also for exerting special care when working in confined areas or steep slopes to prevent overturning the equipment. Worker is also expected to act in a safe manner at the work site and on public roads.

The operator makes frequent and difficult judgements taking into consideration variables such as soil conditions, terrain features, plow depth, contour level, stability of equipment, proper gears and speed, and turning and maneuvering required to accomplish the work without overturning equipment. Completed work is checked for results achieved.

D. Physical Effort:

Requires constant arm and leg movement to operate the tractor and equipment controls to compensate for terrain features and accomplish the work. Must frequently exert effort to maintain balance and position at the controls. Bending and heavy lifting are encountered in handling supplies and materials (seeds, tools, equipment), and machinery hitches and connections.

E. Working Conditions:

Work is usually performed outside on steep slopes and In rough terrain thereby exposing the operator to the possibility of serious injury from falls or from overturning the tractor and equipment. Severe jolting from machinery occurs. Operator is subject to exposure to sun, wind, rain, and dust. Other hazards, such as overhanging limbs and protruding parts and structures, collisions with automobiles on public roads, etc., may also be encountered.

A condition of employment is the wearing of the official U. S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform, components within Class _____ and _____.